Michigan Department of History, Arts
and Libraries
Records Management Services

Michigan Department of
History, Arts and Libraries

Michigan Historical Center
Discover Your Connections

Records Management Workshop:
An Introduction for State Employees

Good Records Management is Good Government

Are your file cabinets overflowing? Is DIT telling you that your file server is full? Has your e-mail account reached its limit? Is there a pack rat in your office? Does your office have historical records it wants to protect? Are FOIA, litigation, privacy and audits a challenge for your office?

All government activities generates records. Records exist in a wide variety of formats including paper, microfilm, photographs, e-mail, databases, etc. Employees should be able to find the records they need to do their work quickly and easily. It is important to dispose of records that have fulfilled their retention requirements so they do not waste space, make it harder to find important information, and become a liability. In addition, records with long-term and historical value need to be protected and preserved. This workshop will provide an introduction and overview of the records management responsibilities of state employees.

Who should attend?   All state employees need to understand their responsibilities for properly managing records in accordance with Michigan laws.

Register Online Today!

Lansing: Michigan Library and Historical Center—Forum, 702 West Kalamazoo, Lansing
Monthly 1-hour workshops. The online registration form lists the dates and times.

Detroit: September 10, 2008 at 10:30 - 11:30 a.m., Cadillac Place room #3300, 3044 W. Grand Blvd.
September 10, 2008 at 1:30 - 2:30 p.m., Cadillac Place room #3300, 3044 W. Grand Blvd.

Registration: This workshop is **free**. Just select the date and location that works best for you. Pre-registration is required to ensure adequate space for attendees. Walk-ins will be accepted if space is available. Register online at:

http://www.surveymonkey.com/s.aspx?sm=hh6TkmrVauM7Kvd_2fpPxX_2bw_3d_3d

Please contact the Records Management Services at (517) 335-8222 if you have any questions about this